ASSISTANT SECRETARY-GENERAL OF
THE ISLAMIC FINANCIAL SERVICES BOARD

(Technical and Research)

The Islamic Financial Services Board (IFSB) is an international standard-setting organisation that promotes and enhances the soundness and stability of the Islamic financial services industry by issuing global prudential standards and guiding principles for the industry, broadly defined to include banking, capital markets and insurance sectors.

The IFSB is seeking candidates for the position of Assistant Secretary-General (Technical and Research).

Based at the IFSB Secretariat Office in Kuala Lumpur, Malaysia, the Assistant Secretary-General, works under the direction of the Secretary-General of the IFSB and plays a key policy leadership and management role in the delivery of IFSB’s mandate.

The Assistant Secretary-General provides advice and assistance to the Secretary-General on matters, among others, strategic planning and day-to-day running of the IFSB. In particular, the Assistant Secretary-General oversees the project coordination and monitoring mechanisms and plays a key role in maintaining the IFSB’s relations with its members and stakeholders.

The Assistant Secretary-General must have extensive experience and knowledge of Islamic financial markets as well knowledge of the prudential regulatory and supervisory agenda in Islamic Finance. She/he must be a strong leader and manager with highly developed diplomatic and public policy skills, including experience at the international level. Candidates must demonstrate a track record in organisational strategy and development, including results-based management.

Closing date for the application is 3 June 2022.

ASSISTANT SECRETARY-GENERAL – TECHNICAL AND RESEARCH

Job Description:

The Assistant Secretary-General (Technical and Research) reports directly to the Secretary-General in relation to the following responsibilities:

• To ensure that the strategic directions of all technical projects undertaken by the IFSB are properly identified and observed.
• To provide immediate leadership, supervision and guidance to Technical and Research team in ensuring effective and efficient delivery of IFSB standard development activities.
• To plan and to monitor professional development of all TED staff which include their training needs and their participation in international conferences.
• To foster and to maintain good relationship between the IFSB and its stakeholders.

In addition, the Assistant Secretary-General is expected to provide relevant support to the Secretary-General with regards the following administrative functions:

• To advise the Secretary-General on general policies and coordination relating to interfaces between Technical and Research Division and other divisions within the IFSB, namely the Finance and Administration Division, the Communication and Awareness Programmes Division, and the Technical Division.
• To oversee the functions of committee’s set-up by the Secretary-General including those relating to staff training, performance appraisal and bonus programmes, as well as disciplinary and grievance issues.
• To represent the Secretary-General in carrying out specific functions including attending meetings, signing correspondences, or liaising with internal and external parties upon direct delegation and authorisations by the Secretary-General; and
• Judicious execution of any other tasks as assigned by the Secretary-General.

Requirements

The incumbent should possess at least a Master’s degree in Business/Accounting/Finance/Economics or equivalent and have a minimum of 20 years of working experience, including 5 years at senior management level in a regulatory, supervisory or standard setting organizations.

• Knowledge and experience in Islamic financial markets from the perspective of policy, products, and market development.
• Good understanding of the prudential regulatory and supervisory framework, especially those published by international standard setting organisations; and
• Capability to effectively collaborate, communicate and influence throughout all levels of the organisation.
• Strong leadership abilities are expected.
• Fluency in other international languages, such as Arabic and French is an advantage